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TRAINING  
1 December 1953

*Rescinded  
by new Reg  
28 June 60*

## TRAINING AT NON-CIA FACILITIES UNDER PUBLIC LAW 110

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### 1. GENERAL

a. Public Law 110 (81st Congress, 1st Session), section 4, provides that:

"(a) Any officer or employee of the Agency may be assigned or detailed for special instruction, research, or training, at or with domestic or foreign public or private institutions; trade, labor, agricultural, or scientific associations; courses or training programs under the National Military Establishment; or commercial firms.

"(b) The Agency shall, under such regulations as the Director may prescribe, pay the tuition and other expenses of officers and employees of the Agency assigned or detailed in accordance with provisions of subsection (a) of this section, in addition to the pay and allowances to which such officers and employees may be otherwise entitled."

- b. Under the authority granted to the Central Intelligence Agency by section 4 of Public Law 110, the Director of Training is charged with the administration of training at non-CIA facilities and is authorized to incur obligations thereunder.
- c. The policies, responsibilities, and procedures contained in this Regulation shall govern the exercise of the authority granted under section 4 of Public Law 110.
- d. The term "personnel" or "individual" as used in this Regulation means any officer or employee of the Agency as set forth in Public Law 110. Under Department of Defense regulations, Armed Forces' personnel on active duty assignments to CIA are not eligible for training in Department of Defense schools and colleges.

### 2. POLICY

a. Training shall normally be provided by the Agency only for individuals:

- (1) who declare their intention to make a career of service with the Agency;
- (2) whose qualifications indicate capability to meet the objective of the projected training;
- (3) whose projected training, as recommended by the appropriate Career Service Board, and endorsed by the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), Assistant Director for Communications, or Director of Training concerned, will benefit the Agency either by increasing their capability to perform their current duty assignments more effectively, or by preparing them to undertake specified projected duty assignments requiring greater skill or responsibility;

JOB NO. BOX NO. FILE NO. DOC NO. NO CHANGE  
IN CLASS/ DECLASS/ ICLASS CHANGE NO. IS S CRET. JUST. 22  
NEXT REV. DATE 09 SEP 1979 REVISION NUMBER 0009 TYPE DOC. 11  
NO. PGS 4 EXPIRATION DATE 1 DEC 1953 ORG COMP 11 ORG CLASS S  
REV CLASS C REV COORD. AUTH. HR 70-3

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- (4) whose utilization within the Agency, upon completion of training, has been determined.
- b. The selection of individuals for training in fixed-quota programs shall be on a competitive basis, and shall be made primarily in the interest of the Agency as a whole, and only secondarily in the interests of the organizational element and the individual, in that order. Quotas for such programs shall not be allocated to individual organizational elements within the Agency.
- c. Training shall normally be requested on the basis of the recommendations contained in the individual's Personnel Evaluation Report(s) and the plan for his career development recommended by the appropriate Career Service Board, and endorsed by the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), Assistant Director for Communications, Director of Training, or designees, as appropriate.
- d. Training requests shall require endorsement by the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), Assistant Director for Communications, or their representatives specifically designated for this purpose, in order to be considered for approval by the Director of Training.
- e. Any non-CIA facilities which meet Agency training standards prescribed by the Director of Training may be designated by him for the training of Agency personnel.
- f. Training of Agency personnel at non-CIA facilities shall be approved by the Director of Training prior to the beginning of such training. Retroactive approval of such training is not authorized under this Regulation.
- g. The use of non-CIA facilities, the personnel approved for training at such facilities, and the manner of their participation in such facilities, shall be governed by security policies and procedures established by the Director of Security and, when appropriate, by the Deputy Director (Plans).

### 3. RESPONSIBILITIES

a. The Director of Training shall:

- (1) Designate non-CIA facilities suitable for Agency use in specified fields of training, subject to the concurrence of the Director of Security; and discontinue Agency use of such facilities for failure to meet specified training requirements, prescribed training standards, or security requirements established by the Director of Security.
- (2) Transmit to the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), and Assistant Director for Communications, from time to time, announcements of training programs at non-CIA facilities, which prescribe the basic qualifications to be met by participants.
- (3) Review and act upon all endorsed requests for the training of personnel at non-CIA facilities, and notify the appropriate requesting official of the action taken in each case.
- (4) Establish the standards of performance to be met by Agency personnel in training at non-CIA facilities and, after consultation with the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), or Assistant Director for Communications, as appropriate, terminate the training of personnel who fail to meet prescribed standards of performance.
- (5) Determine, in collaboration with the organizational element concerned, the requirements for cover, the kind of cover to be used in each case, and the measures to be taken in the application of cover in each training situation involving the use of approved non-CIA facilities.

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- (6) Prescribe the administrative conditions governing the participation of Agency personnel in approved training programs at non-CIA facilities.
  - (7) Determine the amount of and provide funds necessary to meet the costs of registration, tuition, laboratory fees, travel and per diem, and other appropriate expenses, except salary, directly related to each training action approved under this Regulation.
  - (8) Provide for training reports appraising the performance of personnel in training approved under this Regulation, and, upon the completion or termination of training, transmit reports to the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), or Assistant Director for Communications concerned for his information and to the Assistant Director (Personnel) for his information and inclusion in the appropriate personnel folder.
- b. The Director of Security shall:
- (1) Certify that non-CIA facilities proposed by the Director of Training for the training of Agency personnel are suitable security-wise for Agency use.
  - (2) Prescribe the security measures to be taken in arranging for the use of non-CIA facilities for training purposes; and in the participation by Agency personnel in such facilities.
  - (3) Certify that Agency personnel under consideration for training at non-CIA facilities are eligible, security-wise, to participate in such training.
  - (4) Review, recommend modifications where necessary, and approve cover and security plans governing the participation of Agency personnel in non-CIA training facilities.
  - (5) Prepare Agency personnel selected for training at non-CIA facilities with adequate cover and security briefings on a group and individual basis, as appropriate.
- d. The Deputy Director (Plans) shall provide for cover in accordance with requirements established by the Director of Training.
- d. The Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), and Assistant Director for Communications shall:
- (1) Endorse requests for training at non-CIA facilities for personnel of their Offices, in accordance with the policy stated in paragraphs 2c and d and the procedure prescribed in paragraph 4 of this Regulation.
  - (2) Indicate on all requests for training whether or not peculiar security or cover arrangements are required.
  - (3) Provide for the payment of salary; and, subject to the concurrence of the Director of Training, arrange for the provision of required administrative services, during the training period, for personnel of his Office approved for training at non-CIA facilities.
  - (4) Submit annually before 15 March, to the Director of Training, a statement of estimated requirements for the next fiscal year and a provisional estimate for the year following, for the training of personnel of his Office at non-CIA facilities.
- e. Agency personnel in training at a non-CIA facility shall:
- (1) Comply with the administrative and security measures prescribed for training provided under Agency Regulations, as well as with procedures and practices of the organization or agency furnishing cover to CIA students.
  - (2) Participate in approved training on a full credit basis. Participation on any other basis is not authorized under this Regulation without special approval of the Director of Training.
  - (3) Submit to the Director of Training, through prior authorized communication channels, reports and materials related to the training program as may be required by him.

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- (4) Notify the Director of Training, through prior authorized communication channels, if for any reason such training cannot be completed, stating all details pertinent to the termination of such training and take prompt action to recover all allowable refunds for return to the Agency.

**4. PROCEDURE****a. REQUESTS FOR TRAINING**

- (1) All requests for training of CIA personnel at non-CIA facilities shall be prepared on CIA Form No. 51-133, Request for Training at Non-CIA Facility, provided for this purpose.
- (2) Seven copies of the request form for each individual for whom training is requested shall, after endorsement by the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), or Assistant Director for Communications, as appropriate, be transmitted to the Director of Training through the Director of Security. Request forms should, unless otherwise specified in Training Announcements, reach the Director of Security at least two weeks before the beginning of the training requested, in order to allow sufficient time for processing in the Security Office and Office of Training.
- (3) The Director of Security shall indicate approval or disapproval on all copies, retain two carbons, and forward the original and four copies to the Director of Training.

**b. SELECTION**

Final decision on the selection of individuals for training shall be made by the Director of Central Intelligence or by the Director of Training as set forth below.

- (1) For training designed to broaden and develop high level executive, policy, and planning skills:
  - (a) The Director of Training shall recommend to the CIA Career Service Board individuals for the top five Department of Defense colleges and for such other training programs as he deems of comparable level.
  - (b) The CIA Career Service Board, acting as an Advisory Board, shall review the qualifications of individuals and list them in order of preference for the consideration of the Director of Central Intelligence.
  - (c) Final decision on the selection of such individuals for training shall be made by the Director of Central Intelligence.
- (2) For all other training, final decision on the selection of individuals for training shall be made by the Director of Training.
- (3) The Director of Training may, in his discretion, and normally will, convene Advisory Boards to assist him in the recommendation or selection of individuals for training, as appropriate.
- (4) The Director of Training shall, if training is approved, indicate approval on all copies and forward the original to the appropriate division of the Comptroller's Office for obligation and authority to effect payments. One copy shall be forwarded to the official requesting the training and the other three copies will be retained within the Office of Training. All claims and accountings submitted shall be approved by the Director of Training prior to submission to the Comptroller's Office for payment or credit.
- (5) The Director of Training shall, if a request for training is disapproved, notify the official requesting the training.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

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